

Job Title:	Grants Coordinator	Job Category:	Executive Service
Department/Group:	ECD/Rural Development	Job Code/ Req#:	
Location:	Nashville, TN (Davidson County)	Travel Required:	Yes
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	TBD	Posting Expires:	Once Filled
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Rural Dev Grants Coordinator			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the supervision and guidance of the CDBG Director, Community and Rural Development division, the grants coordinator will be responsible for supporting the effective and efficient administration of the Community Development Block Grant (CDBG) program. This position supports community development efforts of the Community and Rural Development division that leads to economic development in our communities.</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • NEPA Environmental Compliance - oversee the environmental compliance requirement for CDBG grantees; be responsible for reviewing and approving all of the environmental review documents and letters completed by the other staff and providing training and technical assistance to grant administrators and grantees. • National Disaster Resilience (CDBG-NDR) Grant Management - work with the CDBG-NDR projects and grantees; manage those grants including processing change orders, bid tabulations, plans and specifications, close-out paperwork, etc.; coordinate and interact with assisting consultant. • General Grant Management - work with the most difficult projects and grantees; manage those grants including processing change orders, bid tabulations, plans and specifications, close-out paperwork, etc.; help to review this paperwork that is completed by the other grants analysts. • Application Review - take on a leadership role in reviewing the applications; developing application review timeline and application review assignments, managing progress of the application review process, participate in the application review process to support and assist the other Grants Analysts who complete reviewing and scoring the applications. • Monitoring and Technical Assistance – assist in the coordination and assignment of monitoring visits, ensuring their completion by the staff and completing visits to monitor all federal compliance areas; help identify technical assistance visits that are needed and coordinate staff to conduct those visits. 			

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EDUCATION REQUIREMENTS AND QUALIFICATIONS:

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of full-time professional staff administrative and/or analytic experience.
- Substitution of Education for Experience: Additional graduate coursework in public administration, city planning, or other acceptable field may be substituted for the required experience, on a year-for-year basis.
OR
- Three years of grant management experience with the State of Tennessee
OR
- grant management experience of a federal grant program.

Preferred Experience:

- Two or more years managing a HUD grant program
- Two or more years working with NEPA Environmental Review documents and processes

Preferred Skills

- Strong organizational skills.
- Aptitude to serve with a focus on excellence in customer service.
- Strong oral and written communication skills.
- Mastery of Microsoft Office products (Excel, Word, Outlook, PowerPoint).
- Proficiency using HUD grant management software (IDIS, DRGR).
- Proficiency using Customer Relationship Management (CRM) software (Microsoft Dynamics, Salesforce, etc.).
- Strong critical thinking and analytical skills.
- Ability to work as part of a small team and lead team members.
- Strong time management skills.

About the Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.

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